

Questionnaire B - SI

13 September 1963

MEMORANDUM FOR: Selected Control Points and Users of  
TOP SECRET and Code Word Material

SUBJECT : Agency-Wide Survey of TOP SECRET and  
Code Word Procedures and Controls

1. The Executive Director has directed that an Agency-wide review be made of current procedures and controls for the handling and accountability of TOP SECRET and Code Word material. Recommendations are to be proposed for the improvement of current procedures. For use in this review, questionnaires have been prepared for completion by selected control points and users of TOP SECRET and Code Word material.

2. It is requested that you review and complete the attached questionnaire. The questionnaire is to be used only to assist in determining current practices and procedures and how such practices and procedures can be improved. Therefore, it should be completed accurately in order to reflect the actual procedures being followed. Further, your frank comments and suggestions are solicited, and the last page is provided for this purpose.

3. It is requested that the attached be completed and returned within two weeks from the date of this memorandum.

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|------------|----|----------|----------|-----------|---------|
| DOC        | 4  | REV DATE | 24/01/81 | BY        | 018991  |
| ORIG COMP  |    | OPI      | 31       | TYPE      | 01      |
| ORIG CLASS | 5  | PAGES    | 1        | REV CLASS | ✓       |
| JUST       | 22 | NEXT REV | 204      | AUTH:     | HR 70-2 |

Attachment

R. L. Bannerman  
Director of Security

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Group 1

Excluded from automatic